

# Cecil County Fair, Inc.

P.O. Box 84  
Childs, MD 21916



February 20, 2010

Dear Commercial Vendor,

Many thanks for your interest in the Cecil County Fair. This year the Fair will run from Friday, July 23<sup>rd</sup> through Saturday, July 31<sup>st</sup>. Vendor booth space is limited and allotted on a first-come, first-served basis; so please register early, ensuring a commercial booth space will be available for you. Please remember to send a check or money order and a current Certificate of Liability Insurance for your booth space, along with the completed Application and Information Form, and Contract.

PLEASE READ the Rules and Regulations as they may answer some of the most common questions, especially the ones about set up and break down.

This year setup will be Thursday, July 22<sup>nd</sup>, from 10am until 8pm, and/or Friday, July 23<sup>rd</sup>, from 8am until 4pm when the fair officially begins.

Vendors cannot break down and leave prior to the end of the fair (Saturday, July 31<sup>st</sup> at 9pm) without forfeiting the right to return to the fair next year. Please understand that you are part of the fair and people look forward to seeing the vendor displays even on the last night of the fair.

We appreciate your interest in the Cecil County Fair and look forward to seeing you at the Fair. If you have any questions, please feel free to contact me at either [vendorinfo@cecilcountyfair.org](mailto:vendorinfo@cecilcountyfair.org) or (410) 392-4130.

Thank you,

John Berkey and Jeff Stafford  
Vendor Coordinators  
Cecil County Fair

**2010 Cecil County Fair Vendor Space Contract**

By submitting a signed copy of this Application and Contract, you (hereafter known as "vendor") request space in the 2010 Cecil County Fair. Vendor agrees to pay the total cost for space requested which is to accompany this contract. Space will not be held unless payment has been received. No refunds after July 1, 2010.

Vendor understands that a **Certificate of Liability Insurance** must be supplied before set up at fair, from an insurer approved by the Fair, including Cecil County Fair and Board of Directors named as co-insured and/or additional insured. The Vendor will maintain liability insurance with minimum coverage of one million dollars (\$1,000,000.00), including Bodily Injury and Property Damages. Insurance **must cover – SET UP DAY, DAYS OF EVENT, AND DAY AFTER** (Breakdown or Clean-up day). Liability insurance may be purchased thru Cecil County Fair, if needed, for \$100 (see vendor space application form).

**I agree to comply with all instructions and Rules and Regulations upon submitting this contract.**

Please make sure you complete all three (3) pages (Contract, Application, and Information) and **sign** the Contract. Make sure you print two copies of the Contract, retaining a second copy for you records. **Please keep the Rules and read them.**

**Vendor will receive notification only if your application has not been accepted. The Cecil County Fair reserves the right to reject any booth or exhibitor at its discretion.**

Vendor to complete the following:

**I have read and understand the above terms of contract.**

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:**

**Cecil County Fair  
John Berkey  
PO Box 84  
Childs, MD 21916**

## Cecil County Fair Vendor Space Application Form

### VENDOR GUIDELINES:

- Tables and chairs are not provided for any type of vendor space.
- Each space includes one (1) 110 volt, 20 amp outlet.
- If you would like more space than the size indicated, you can purchase up to 3 spaces. The spaces do not have to be together.
- Two parking passes are included for each vendor space. Additional parking spaces are not available – parking spaces are very limited.
- The Fair reserves the right to change or move your vendor space.
- Full cooperation is expected from vendors at all times.

*Please mark the appropriate space and total amount below.*

### COMMERCIAL BUILDING SPACE approx. 10' by 10' (no food sales)

Commercial and political organizations .....	\$350.00	_____	\$ _____
Non-profit.....	\$225.00	_____	
Agricultural.....	\$175.00	_____	

### COMMERCIAL TENT SPACE approx. 10' by 10' (no food sales)

Commercial and political organizations .....	\$325.00	_____	\$ _____
Non-profit.....	\$200.00	_____	
Agricultural.....	\$150.00	_____	

### COMMERCIAL OUTDOOR SPACE (not preparing food) approx 15' by 15'

**Tents and canopies are not provided for outdoor space.**

Commercial and political organizations .....	\$300.00	_____	\$ _____
Non-profit.....	\$150.00	_____	
Agricultural.....	\$100.00	_____	

**INSURANCE COVERAGE** (User policy) If you do not have your own insurance you may purchase insurance thru the CCF for \$100.00 per vendor \$ \_\_\_\_\_

### COMPLIMENTARY TICKET OPTIONS (please circle preference):

- 2 Weekly Admission Tickets
- 18 Daily Admission Tickets
- 1 Weekly and 9 Daily Admission Tickets

\_\_\_\_\_ **ADDITIONAL VENDOR ADMISSION TICKET(s)** weekly @ \$12 each \$ \_\_\_\_\_  
\_\_\_\_\_ **ADDITIONAL VENDOR ADMISSION TICKET(s)** daily @ \$2.50 each \$ \_\_\_\_\_

**TOTAL AMOUNT DUE AND ENCLOSED WITH CONTRACT** \$ \_\_\_\_\_  
(Checks should be made payable to: Cecil County Fair)

### Please note:

- Be sure to send full payment with your contract.
- Please send insurance information as soon as possible. You cannot setup or participate until all insurance information is supplied.
- All checks will be deposited immediately after submitting.

## Cecil County Fair Vendor Information Form

### Questions

Are you having a raffle or giveaway?    **YES** or **NO** (See regulations)  
If outside, are you using a tent/canopy?    **YES** or **NO**  
If outside, are you using a trailer?    **YES** or **NO** Trailer size: \_\_\_\_\_  
Trailer, including tongue and overhangs, must fit within space.

**Important:** Description of business – List products or services to be displayed or sold.

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**ACCEPTANCE OF TERMS:** I, the authorized representative of the undersigned company, on behalf of said company, subscribe and agree to all terms, conditions and authorizations contained in the **Application** and **Contract** for vendor space and attached **Rules and Regulations** governing this concession.

**Please PRINT all information below.**

**Company Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

**Day Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Night Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

\*\*\*\*\***OFFICE USE ONLY**\*\*\*\*\*

Payment Type: Check / Money Order \$ \_\_\_\_\_ and # \_\_\_\_\_

Space Assigned: \_\_\_\_\_

Insurance: \_\_\_\_\_ Date Received \_\_\_\_\_

**Cecil County Fair July 23 – 31, 2010**  
**VENDOR RULES, REGULATIONS & OTHER INFORMATION**

**GENERAL RULES AND LIABILITY**

1. **The VENDOR** agrees to abide by all rules and regulations of the Cecil County Fair. The disregard of any Rule or Regulation or order issued to vendor or concessionaires forfeits all contracts and rights without recourse and **IMMEDIATE REMOVAL** from the fairgrounds. It is the **VENDOR's** responsibility to make certain each individual on the vendor's staff is aware of these regulations.
2. Vendor agrees to hold the Fair harmless from any and all liability arising out of the vendor's occupancy of the fairgrounds. The Cecil County Fair cannot accept responsibility for damage or injury to persons or property, including exhibits, during the Fair. The Cecil County Fair will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract. Vendors must abide by all public safety regulations and/or decisions of the representatives of local fire departments, police departments, or the Fair Board of Directors.
3. Security will be provided 24 hours per day during the Fair. Though security is provided, the Cecil County Fair will not be held responsible for any loss or damage to your exhibit.
4. Vendors will not hold Cecil County Fair responsible for any damage done to their booths or materials due to any form of an "act of God", i.e.; weather.
5. Fair reserves the right to rule on any question which is not addressed in this contract without grief or recourse. Interpretation by the Fair Board of all rules is final and binding upon all vendors.
6. This contract cannot be reassigned. Subletting all or part of the space is not permitted.
7. Vendors are required to keep with the overall family oriented theme of the fair.

**BOOTH SPACE ASSIGNMENT, SET-UP, AND BREAK DOWN**

8. Vendor coordinator makes all final decisions as to what booth spaces each vendor gets assigned. Requests will try to be accommodated whenever possible. No vendor shall be allowed to rent more than 3 booth spaces at a time.
9. Booths can be set up either:
  - Thurs. July 22<sup>nd</sup> between 10am-8pm and/or
  - Friday July 23<sup>rd</sup> from 8am and completed by 4pm.Booths **CANNOT** be removed or broken down before 9pm on Saturday, July 31<sup>st</sup>. Noncompliance with this time will **forfeit future contracts** with the Fair.  
The Cecil County Fair **does not** supply tables and/or chairs for your booth.
10. Any space not occupied by 4 pm, Friday, July 23<sup>rd</sup>, shall be forfeited by the Vendor and the space may be resold or reassigned by the Cecil County Fair without refund, unless a request for delayed occupancy has received prior approval.
11. All Vendors and booths must be removed from the fairgrounds by 6pm Monday, August 2<sup>nd</sup>, unless previous arrangements are made with the management. Please see to it that your area has been **PROPERLY CLEANED** with all trash taken to the dumpster.
12. Temporary buildings, tents, trailers and other enclosures must have the prior approval of the Fair. These enclosures must fit within the leased space. **This includes overhangs canopies, doors and hitches!**
13. The Fair electrician will have full supervision and authority over all wiring used. The Cecil County Fair will provide the general lighting of the grounds. All Vendors **MUST USE THE POWER SUPPLIED BY THE FAIR**. Additional wiring will be done at the expense of the vendor. No generators or other independent power source will be allowed. **NO ICE MACHINES, ELECTRIC FRYERS OR AIR CONDITIONING UNITS TO BE USED.**

## Cecil County Fair July 23 – 31, 2010

### VENDOR RULES, REGULATIONS & OTHER INFORMATION

14. No part of any display may be taped or attached in any way directly to the walls of the Ed Walls Building.
15. Vendor's display must not interfere with adjacent displays in any way. Loud noises and carnival tactics will not be permitted. Displays must be adjusted upon the request of the Cecil County Fair.

### PARKING, ACCESS, AND ADMISSION

16. **ALL VEHICLES MUST BE PARKED IN THE DESIGNATED PARKING AREAS.** If booth or exhibit must be supplied each day by vehicle, it must be completed **one (1) hour prior** to the opening of the Fair. Deliveries by vehicle will not be permitted after these times.
17. All Vendors **MUST** vacate the fairgrounds no more than one half hour after the fair closes each night. **YOU MAY NOT STAY AT YOUR BOOTH OR ON THE FAIRGROUNDS OVERNIGHT.** This is a Maryland State Park rule. Vendors also **MAY NOT** use the shower facilities at the fairgrounds.
18. The Ed Walls Building will be open to the general public from 4pm – 10pm on Friday, July 23<sup>rd</sup>, 10am – 10 pm, Saturday, July 24<sup>th</sup> through Saturday, July 31<sup>st</sup>. While Vendors create their own schedules, the Cecil County Fair encourages booths to be occupied during open hours.
19. **VENDOR ADMISSION:** Tickets are to be picked up from vendor coordinator before opening day if not received in the mail prior to opening day. Individuals who have not picked up their **vendor tickets will be required to pay the general admission price at the gate.** NO REFUNDS or resale of unused vendor tickets. Vendor Tickets WILL NOT be sold after 9:00pm, Friday, July 23<sup>rd</sup>.
20. The Cecil County Fair reserves the right to limit the number of additional vendor daily tickets bought under the terms of this contract. (Additional vendor tickets: weekly \$12.00; daily \$2.50)

### VENDOR BOOTH ACTIVITIES

21. Only products agreed to by the Fair may be sold.
22. **Free handouts MUST be distributed from the VENDORS BOOTH ONLY, neither from the aisle nor from the midway.** You are **responsible** to make sure each person on your staff is aware of this policy.
23. Drawing or raffles must be completed no later than 8:00pm on Saturday, July 31<sup>st</sup>.
24. Results are to be given to the Fair's information booth for announcement by the above time and date. Drawing/Raffle forms must be submitted with this contract for approval. Date and time of drawing must be printed on form.
25. All Vendor trash must be hauled to the designated areas each day, or more often as needed. It is not to be left in or around trash cans or your booth. This is **YOUR** responsibility, **NOT** the Maintenance Crews!
26. Ice will be provided at a reasonable cost to vendors. No storage of ice purchased outside the fair will be permitted.
27. **All FOOD VENDORS (if they use cooking grease/oil)** must also pay, at time of contract, a **\$100.00 grease** disposal/cleaning deposit. All or a portion of this deposit may be kept by the Fair if space is left in an unsatisfactory condition. Vendor committee staff will inspect each space prior to vendor's departure.
28. **Grease and grease products MUST BE DUMPED IN GREASE DRUMS PROVIDED BY THE FAIR OR REMOVED FROM THE FAIRGROUNDS.** Do not dump grease or grease products in the portable toilets, lavatories or on the ground. **\$100.00 FINE!**
29. Food booths are also required to display the following: **1) Health Certificate; 2) Fire Extinguisher.**
30. Propane & Helium tanks must be anchored and secured. PIT BEEF TYPE GRILLS must allow **4 feet Clearance** from neighbors' side boundaries.